

Washington County

Job Description



Title:	SAR Coordinator		
Division:	Administration	Effective Date:	08/16
Department:	County Commission	Last Revised:	08/16
Career Service:	FT-Eligible / PT-Exempt	FLSA:	Eligible

GENERAL PURPOSE

Performs a variety of duties as needed to coordinate and track the activities of regional agencies in preparing for, identifying and combating terrorist activities within the five county Southwest Region. Works with the State of Utah Strategic Information and Analysis Center (SIAC) and agencies in the 5-county region to; develop Information Liaison Officers as needed; monitor and assures compliance with the federal Suspicious Activity Reporting Initiative (SAR); integrate the "If You See Something, Say Something" program throughout the region; assist state, county, and regional managers and planners in identifying critical infrastructure, establishing protective priorities; and developing protective action plans; completes other actions as assigned.

Must be able to work closely and effectively with the SIAC, county emergency managers, law enforcement, fire, ems and other public and private agencies leaders in order to successfully implement protective programs throughout the region.

SUPERVISION RECEIVED

Works under the general guidance and direction of the County Emergency Services Director and the Southwest Region Response Team Board.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Coordinating Activities: Works as a liaison between the Southwest Region Response Team and the SIAC in coordinating activities that are beneficial in recognizing, identifying and combating terrorist activities in the five county Southwest Region.

Instructs agencies in the resources available to implement the federal Suspicious Activity Reporting (SAR) initiative and tracks training provided through contacts with regional agency representatives. Reports SAR training compliance to both the Regional Board and the SIAC. Keeps updated records of SAR compliance and assists agencies in insuring all responders have received the SAR training.

Works with regional agencies and the SIAC to insure an adequate number of Information Liaison Officers (ILO) are trained and functioning in the Southwest Region. Coordinate ILO training with the SIAC and regional agencies and assists with training as needed.

Manages the regional implementation of the "If You See Something, Say Something" program in the region. Works with state and federal resources to develop material for use in the region and coordinates program activities with regional partners.

Assists regional emergency managers in identifying, cataloging and prioritizing critical infrastructure and works with the SIAC in recording critical infrastructure in the Utah Critical Infrastructure Program (UCIP).

Coordinates other "Homeland Security" initiatives and programs; participates in terrorism planning to identify and eliminate vulnerabilities; solicits intergovernmental cooperation and conducts public education programs.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with an associate's degree in criminal justice, public administration, emergency service sciences or related field;

AND

- B. Two (2) years of progressively responsible work experience in law enforcement or security that demonstrates an ability to work with public safety related emergency response agencies;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Knowledge of general public safety practices and organizational interaction; governmental operations and procedures related to the interagency cooperation necessary to deal with terrorism, infrastructure protection and emergency response; federal, state and local laws governing emergency preparedness operations and information sharing; methods used in emergency preparedness; principles and practices of data collection and statistical reporting. Strong knowledge of English, grammar and technical writing methods and techniques.

Ability to develop and maintain effective working relationships with various governmental agencies, fellow employees, public administrators, etc.; develop effective working relationships as needed to assure orderly dealing with agencies on a day-to-day basis and during emergencies and disasters; communicate effectively, verbally and in writing; exhibit initiative and problem solving capability in coping with emergency situations.

3. Special Qualifications:

If not yet completed, must successfully complete FEMA's ICS training within six months of date of hire.

4. Work Environment:

Performance of duties typically occur in a comfortable office setting with normal climate controls; occasional exposure to weather extremes or hazardous surroundings related to disaster or emergency field operations. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)